

MVAC Minutes – August, 13 2003

The meeting was held at Community College of Denver's North Campus. Larry Wegrzyn began the meeting at 9:00am

In Attendance: Rob Archer – DOAG, Roger Friedrich – DOHS, Ken Hausauer – Fleet, Barbara Taylor – UNC, Mike Stadler – UNC, Dave Monson – DOC, Jim Anderson – DOHE, Karen Griggs – CSP, Mary Anne Kramer – CBI, Cher Threlkeld – DOW, Beth Ann Wieder – DOT, Sharron Evans – PPCC, Mercedes Schwall – Parks, Linda Summers – DCS, Patti Torres – DOLE, Patti Hughes – CU Boulder, Karen Neuschwanger – CDOT, Brett Clark – DOR, Bryan Flansburg – CU Boulder, Ron Arellano – DOHE, Pueblo

UPDATES

Rates

- Rates came out a little late because Fleet had to develop a process to make rates fair now, and in the future for all agencies.
- In order to minimize intra-agency volatility, we decided to use class rather than body code.
- We intend to get the rates out earlier next year for budget reasons.

Utilization

- There were only 28 underutilized vehicles out of 5600. Great Job!
- Some vehicles didn't have the optimal utilization code.
- 5A (12K miles) is a utilization code only for DPA's motor pool (multi-agency use), while 5B (6K miles) is for specific agencies use only.
- Specialized equipment should be coded as 2B. If you have any questions on correct coding, please call State Fleet for assistance.

FY05 Replacements

- Sending out replacement list to get agencies feedback.
- Sent out on Aug. 29 and feedback is appreciated by Sept. 15
- There are a large number of suspects based on mileage alone (apprx. 1700). Fleet's methodology attempts to make this number more realistic under tight budgetary constraints. The method applies criteria that recommend replacing only the most costly vehicles.
- This list is Fleets *recommended* list and is not final.
- We are requesting that JBC accept the new replacement methodology.
- Agencies would also like a copy of JBC's analysis.

Primary Contacts

- Fleet would like to know who each agency's contact is if there is an uneconomical repair that requires consultation.
- CARS has an new upgraded contact module

- The contact module is a way to develop communication through CARS via email. Contacts are sorted by department, division, section, and persons duties relative to CARS (mileage logs, coordinators, billing contacts, etc)
- Fleet would like your feedback on contact types that we may have missed.
 - Types of mailboxes; is email available?
 - Sort by types of communication, then figure the contact types
 - Can agencies use it too?
- There is also the web forum which is a way for everyone to communicate about fleet issues

5% Mileage Reduction

- SFM does not anticipate that compliance with the mileage reduction will cause an increase in underutilization. With the fleet size reduced, mileage per vehicle will presumably go up even if overall fleet mileage goes down.
- The 5% decrease is a goal for each overall department, not each vehicle.
- "Ride Arrangers" is coming on the web to facilitate car-pooling.

Brett Clark – Registrations – bclark@spike.dor.state.co.us

- Brett will serve as contact to field complaints
- Permanent plates
 - No tabs are required because all plates will be marked with "GVT"
 - Only the "GVT" plates are permanent.
 - If you already have "GVT" plates, you do not need new plates.
 - If you have old plates and would like "GVT" plates, then you need to order them and there will be a plate fee charged.
 - If an agency does not want to switch to the permanent plates and want to continue to use the old plates, they will have to re-tab them yearly as before.
 - All vehicles must have a current registration. That registration is only good for one year. Therefore, if a vehicle has permanent plates, then the agency will be required to replace the outdated registration yearly.
 - DOR will automatically mail out the new registration prior to the expiration date on the old registration.
- Emissions
 - Regardless of whether or not a vehicle has a permanent plate, that vehicle will be required to follow its normal emissions schedule (every two years for gas, and every year for diesel)
 - During emission years, the agency will receive a declaration sheet from DOR indicating that an emission test is required. Once the agency sends proof that the vehicle has passed the emissions test, DOR will send them a registration card.

- Some improvements that could be made to the process are:
 - Synchronize CARS vehicle addresses with DOR addresses.
 - Local plate renewal – Not likely because of county administration.
 - Set up a meeting and hammer out some issues. Committee Formed.

Web Mileage Logs

- If page isn't updating, hit "refresh." SFM will fix this with auto-refresh.
- Homepage has due dates and deadlines at the bottom of the homepage seven days before due dates.

Section Management

- If there is a section name change, data will be in 2 sets for both names in CARS.
- Fleet is working on active/inactive sections, which will show only the active sections, but store inactive data.

COST REDUCTION COMMITTEE

- Car washes—Car washes should, and can, be reduced without sacrificing safety. We have been advised to reduce washes to conserve water. Currently we allow washes by time, why not by fuel consumption? One wash every fill-up or every other fill-up?
- SUVs—Consensus to reducing the number of SUVs. Many SUV assignments are a matter of preference rather than requirement. Each SUV request needs to be reviewed on a case-by-case basis.
- Mileage reduction—Will be difficult with the reduction of number of vehicles. State Senator Owen has directed a 5% reduction in miles driven.
- Fuel cost reduction—Using the fuel card is more expensive than using a Visa/MasterCard as many smaller independents don't take the Wright Express card. The Visa/MC does not provide reporting detail and initiates problems with fuel tax rebates. Can we advise WEX to seek out more independents?
- Use State garages—SFM already encourages use of State facilities. The diversity of fuel readers limits use of State fuel sites.
- Commuter policy—Can this program be re-evaluated? Should a maximum distance be imposed? Should the reimbursement rates be changed to reflect the increasing cost of vehicle operation? Any modifications will require statute changes.

Outside Rentals/Used Cars

- Putting used car price agreement out to bid.

- Close committee

Personal Motor pools

- Fleet needs to find more motor pools, but infrastructure, and lot space are limited

Vehicle Slots

- Delayed

Oil Changes

- We need to make sure oil changes are done on time and documented in CARS.
- Without documented oil changes in CARS, the manufactures warranty could be voided if there are engine problems.